

State of Nevada HRM: Central Payroll

Version Date: 5/11/2011

1988247 Deduction Input Documents

Reviewed: 05/11/2011

Description: These records document deductions to employees' payroll. This includes all forms used to input information into the system for a payroll deduction, including, without limitation: Authorization forms for elective deductions; Child support deduction records; Court execution records, and; Related correspondence

Retention: Retain these records for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2011009 Direct Deposit Records

Reviewed: 05/11/2011

Description: These records document the requests for deposit of payroll to a banking institution via electronic direct deposit. The records may include, but are not limited to: Direct Deposit forms; Copies of payroll reports, and; Related correspondence

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2010060 Electronic Human Resource Records

Reviewed: 05/11/2011

Description: This data is contained within the Human Resources (HR) database of the IFS Advantage™ system (and uses the NEATS system). The data may include, but is not limited to: Wages, deductions, leave, etc.; Recruitment, and; Time and attendance

Retention: Retain these records for a period of four (4) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

1988245 IRS Tax Documentation

Reviewed: 03/23/2011

Description: This series includes all reports and backup for reporting to the Internal Revenue Service. The files may include, but are not limited to: Quarterly Return of Withheld FIT and Medicare Tax (941 E); Reportable Fringe Benefits Reports; W-2 Master List and W-2/W-2-P/W-2-C/W-4/W-4E employer copies; Levies against employees and; Similar documentation as required by 26 CFR 31.6001-5

Retention: Retain these records for a period of four (4) calendar years from the tax period concerned.

Disposition: Destroy Securely

1994057 Pay Register Report

Reviewed: 05/11/2011

Description: These records document the pay and benefits earned by employees. The report is a listing by agency of each employee containing information not limited to: Name and personal identifying information of the employee; Agency budget account; Dates worked and work codes; Wage and deduction information, and; Leave earned and used

Retention: Retain these reports for a period of thirty (30) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

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1996113 Payroll Reports

Reviewed: 03/23/2011

Description: These records document reports produced on payroll matters used for administrative purposes. The reports may include, but are not limited to: Payroll maintenance reports; Direct Deposit reports; Deduction reports; Longevity reports; Retirement reports, and; Employee Year to Date Gross reports

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year to which the records pertain.

Disposition: Destroy Securely

1996114 Time Maintenance Records

Reviewed: 03/23/2011

Description: This record series is used to document time, leave and pay adjustments. The files may include, but are not limited to: Annual Leave payouts; Leave Adjustments; Retirement Adjustments; Pay Adjustments, and; Related correspondence

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which the records pertain.

Disposition: Destroy Securely